

# INFORMATION NOTICE

## WORKFORCE SERVICES

Number: WSIN08-29

Date: January 6, 2009  
Expiration Date: 2/6/11  
69:64:cs:12471

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: FINANCIAL REPORTING FOR DECEMBER 31, 2008—  
DUE JANUARY 20, 2009

The purpose of this notice is to provide instructions for the financial reporting requirements under the Workforce Investment Act (WIA).

These instructions will be needed to report financial data from the following funding streams and grant codes (GC). (Note: Not all GCs apply to all three years of appropriation.)

### **YEARS OF APPROPRIATION (YOA) 2006, 2007, 2008:**

- Youth (GC 301, 302)
- Adult (GC 200, 201, 202)
- Dislocated Worker (GC 499, 500, 501, 502)
- Rapid Response 25 Percent (GC 306, 463, 511, 513, 519, 527, 528, 530, 537, 540, 541, 542, 543, 545, 755)
- WIA 15 Percent Statewide Activities (GC 113, 114, 407, 408, 409, 414, 416, 418, 419, 422, 423, 424, 425, 426, 428, 429, 462, 647, 671, 672, 673, 674, 675, 676, 677, 685, 688, 698, 699, 772, 776)
- National Emergency Grants (NEG) (GC 758, 761, 762)
- Special Grants
  - Disability Program Navigator (GC 739)
  - Military Spouse Initiative (GC 760)
  - Wired Initiative (GC 773, 780, 783, 784)
  - Work Incentives Planning and Assistance (WIPA) (GC 757)
- General Fund
  - Health Care Workers Retraining (GC 094)
  - Parolees with Barriers (GC 097)
- Wagner-Peyser (015, 093, 119, 811)

### **EXPENDITURE DATA:**

Expenditures for the above funding streams must be reported as cumulative from the beginning of the subgrant to the end of the reporting quarter.

*EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Special requests for services, aids, and/or special formats need to be made by calling (916) 654-8055 (Voice). TTY users, please call the California Relay Service at 711.*

For reporting instructions, please refer to the Quarterly and Monthly Financial Reporting Requirements, WIA Directive [WIAD06-4](#).

### **SUBMISSION OF REPORTS:**

Subgrantees **with access** to the Job Training Automation (JTA) system are required to transmit the quarterly financial reports in electronic format (direct transmission). Reports are due no later than close of business on January 20, 2009.

Subgrantees **without access** to the JTA system for reporting purposes must submit signed quarterly financial reports to the address listed below or fax them to **(916) 654-9119** no later than close of business January 20, 2009.

### **CLOSEOUT INFORMATION:**

All Local Workforce Investment Areas/Subgrantees with a subgrant agreement, interagency agreement or a GC (line item) that carries a term end date of December 31, 2008, and prior must submit the proper closeout documents within 60 days after the expiration date of the subgrant agreement, interagency agreement or grant code. **A signed hard copy of the closeout reports must be mailed to the address below. Failure to provide the closeout documents in a timely manner may impede future cash requests. Submit your package to the following address:**

Attention: WIA Closeout Desk  
Financial Management Unit  
Workforce Services Division, MIC 69  
Employment Development Department  
P.O. Box 826880  
Sacramento, CA 94280-0001

For closeout instructions, please refer to the WIA Closeout Handbook, WIA Directive [WIAD06-3](#).

### **TIMELINESS OF REPORTS AND CLOSEOUTS:**

For information on the affect of late reports or closeouts on the ability to draw cash, please refer to the Late Monthly, Quarterly, Closeout, Audit and Participants Reports, WIA Information Notice [WSIN08-17](#).

### **FOR ADDITIONAL INFORMATION:**

If you have questions on financial data, please contact Carol Keane at (916) 657-3545 or Julie Martin at (916) 653-5294, of the Financial Management Unit. For JTA questions, please contact the Automation Customer Support Unit Help Desk at (916) 653-0202.

/S/ BOB HERMSMEIER  
Chief  
Workforce Services Division